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# NASA Procedural Requirements

**NPR 4200.1E**

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## Subject: NASA Equipment Management Manual

**Responsible Office: Logistics Management Division**

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## CHAPTER 1: General Information

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### 1.1. General Information for Equipment Management

1.1.1. Purpose. This part sets forth equipment management guides with respect to the budgeting, acquisition, documentation, utilization, NASA contractor use of the NASA Equipment Management System (NEMS), maintenance, inventory, and disposal of NASA-owned equipment.

#### 1.1.2. Guidance Information (Reserved)

#### 1.1.3. General

1.1.3.1. Government equipment is not owned by the holder, and action will be taken, when it makes economic and programmatic sense, to move such equipment from one use and user to another, including movement among offices, functions, programs, contractors, and Centers. Government property is to be used exclusively for the conduct of official business. 1.1.3.2. NASA Division Directors (or chief or equivalent organization head), through their Center Directors, and in accordance with this manual, are the primary officials responsible for the equipment assigned to their organizations, including equipment condition and use thereof. (Note: When used in this NPG, Division Director includes chief or equivalent organization head.)

1.1.3.3. All equipment acquired by NASA, including that held under lease or loan, will be managed in accordance with this manual. 1.1.3.4. As described in the NPD 4200.1, Equipment Management, the NASA Equipment Management System (NEMS) will be used by all NASA organizations to identify, account for, and control Center-held equipment. The system requires accurate and complete item description, location, condition, and availability status so as to permit cost-effective and programmatic Agencywide control, equipment accountability, and reuse consideration wherever located.

#### 1.1.4. Equipment Acquisition

1.1.4.1. Only that equipment necessary for the performance of NASA requirements will be acquired. Alternative methods such as leasing, borrowing, or using contractor-owned equipment should be evaluated by the Center office involved prior to the initiation of new procurement.

1.1.4.2. Equipment nomenclature and description provided by the requiring office will be of sufficient detail to facilitate screening and subsequent identification and documentation consistent with the provisions of this guidance. 1.1.4.3. Prior to acquisition of equipment, valued at \$25,000 or more, existing equipment resources will be screened (excess property, supply) in accordance with NPG 4300.x, NASA Personal Property Disposal Procedures and Guidelines.

1.1.5. Recordkeeping. Records describing NASA equipment and actions affecting this equipment will be maintained as prescribed in this guidance, the Financial Management Manual (FMM), and other applicable regulations. 1.1.6. Utilization. Each Center will accomplish walk-through inspections of equipment annually to ensure that equipment reportable to the NASA Equipment Management System is classified in the appropriate use status. Equipment no longer required for the performance of a specific NASA requirement will be reported to the Property Disposal Officer for reutilization screening throughout NASA. 1.1.7. Inventory. As described by the NPD 4200.1, NASA-held equipment will be inventoried to determine the effectiveness of property control records and procedures and to obtain information needed for accomplishing all aspects of equipment management. Equipment will be inventoried pursuant to the requirements set forth herein.

1.1.8. Disposal. Each Center will maintain an effective program for timely disposal of equipment no longer required by NASA.

Disposal will be accomplished in accordance with the requirements set forth in NPG 4300.x, NASA Personal Property Disposal Procedures and Guidelines.

#### 1.1.9. Equipment Loan Policy

1.1.9.1. It is NASA policy that NASA-held equipment and materials, and contractor or grantee-held equipment, may be made available to organizations, private individuals, corporations, or other entities, provided the loan of such equipment is in the public interest and meets the conditions described in NPD 4200.1. Loans to NASA and onsite contractor employees will be in compliance with NPD 4200.1. All loans will be monitored by the Center equipment management organization.

1.1.9.2. Government-owned and furnished equipment under contracts or grants will be provided under the terms of the appropriate instrument, and subject to the requirements of the FAR, NASA FAR Supplement, and NPG 5800.1, Grant and Cooperative Agreement Handbook.

1.1.9.3. Equipment loaned solely for use as a display or for use in an exhibit will be provided under the provisions of NPD 1387.1, NASA Exhibits Program. Controlled equipment, used for display or exhibit purposes, will remain in the NEMS data base, accountable to the cognizant property custodian. 1.1.10. Equipment Acquired with Reimbursable Funds from Other Federal Agencies. Capital equipment acquired with funds reimbursable by another Federal agency will be controlled and accounted for by NASA, following all procedures of chapter 3.

1.1.11. Equipment Transfer. Section 203(c)(6), National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. 2473(c)(6), provides that "Each department and agency of the Federal Government shall cooperate fully with the Administration (NASA) in making its services, equipment, personnel, and facilities available to the Administration, and any such department or agency is authorized, notwithstanding any other provision of law, to transfer to or to receive from the Administration, without reimbursement, aeronautical and space vehicles, and supplies and equipment other than administrative supplies or equipment."

1.1.12. Equipment on Lease or Loan to NASA. Equipment items on lease or loan to NASA will be identified and tracked by the Center equipment management organization.

1.1.13. Artifacts. The handling of artifacts will follow the procedures stated in NPG 4310.x, Identification & Disposition of NASA Artifacts.

1.1.14. NASA Contractors' use of NEMS. The use of NEMS by the NASA contractors is subject to the requirements of the FAR and the NASA FAR Supplement.

## 1.2 Equipment Management Responsibilities

1.2.1. Purpose. This part sets forth the responsibilities of appropriate personnel, at each NASA Center, required for NASA's equipment management program.

1.2.2. Responsibility. The Associate Administrator for Management Systems and Facilities is responsible for establishing equipment management policies and guidance for assessing the effectiveness of implementation. The Director of each Center will assign a Supply and Equipment Management Officer (SEMO) (no lower than the Center Property Manager) to implement an effective equipment-management program. It is recommended that each operating location follow the procedures contained in this NPG and develop appropriate local procedures that conform to the requirements of the NPD 4200.1. The method used in equipment management by each Center is at the discretion of the SEMO or designee. Any deviations will be authorized only when special circumstances identify that such deviations are clearly in the best interest of the Government. Such deviations will be approved only by the Center SEMO.

1.2.3. Guidance Information (Reserved).

1.2.4. Headquarters (Agency) Logistics Manager. The Headquarters Logistics Manager will:

1.2.4.1. Establish policies and provide guidance to the Center Supply and Equipment Management Officers.

1.2.4.2. Provide direction and ensure allocation of necessary resources for the operation and maintenance of the NEMS and related systems and procedures.

1.2.4.3. Review and initiate action to issue, amend, or cancel NASA instructional and guidance material governing the equipment management activities of the Agency.

1.2.4.4. Assist in the management of NASA Centers in the development and operation of internal systems and ensure their compatibility with Agency programs.

1.2.4.5. Develop necessary reports on the overall implementation of equipment management programs and report periodically on that implementation to senior NASA management.

1.2.4.6. Conduct reviews and assessments of equipment management activities and report significant findings to NASA management.

1.2.5. Supply and Equipment Management Officer (SEMO). The SEMO or designee is responsible for providing functional management and leadership in the implementation of an effective equipment management program, ensuring that all personnel

associated with the utilization of Government equipment receive and review these procedures and guidelines. The SEMO will periodically report to the Headquarters (Agency) Logistics Manager to ensure integrity of the program. It is the responsibility of the SEMO to ensure that equipment personnel are performing assigned property functions. Each Center will prescribe appropriate procedures for user management of equipment that is consistent with the provisions of this manual. These procedures require that heads of organizations periodically report to the SEMO concerning user activities, including walk-through results as needed and the use and effectiveness of equipment pools, if applicable.

a. It is the responsibility of the SEMO to ensure that all equipment loans, including those that support Special Programs, are properly administered and to provide guidance to the Division chiefs and end users in reporting all controlled property to the logistics organization for proper control. If the responsible parties are not cooperating, it is the responsibility of the SEMO to find an alternate method or other persons to perform said functions.

b. The SEMO is responsible for ensuring that a self assessment is conducted for the equipment management area and that it is consistent with Agency policy. The SEMO or designee shall develop and maintain functional area performance metrics to measure program effectiveness, customer satisfaction, and process improvement. Additionally, the SEMO shall: Develop areas of evaluation that coincide with other logistic functions; develop a listing of areas to assess which provides an accurate review of the Equipment Management Program and program risk; implement the requirements of the Agency Self Assessment Policy as it relates to equipment management; document the results of the self assessment; and implement equipment management policy and operational improvements identified by the self assessment. In general, the SEMO's are responsible for the following:

1.2.5.1. Providing oversight of all equipment assets assigned to their Center.

1.2.5.2 Approving and allocating equipment resources at their Center in the most effective and efficient manner.

1.2.5.3. Providing direction and necessary resources to ensure accomplishment of prescribed property-control and equipment-accountability requirements.

1.2.5.4. Identifying inactive equipment.

1.2.5.5. Ensuring compliance with the procedures regarding loss, damage, or destruction of property and ensuring that the functions of the Property Survey Board or equivalent forum are being administered.

1.2.5.6. Implementing the necessary equipment control procedures to ensure that the Center equipment management system adequately provides for the care, management, and protection of Center-held equipment; provide for the establishment, operation, and maintenance of the NEMS database; and approve and periodically evaluate NEMS implementation of policies and procedures by reviewing the following:

a. The controls and record maintenance established for NEMS at the Center.

b. Items designated for control as sensitive equipment.

c. Controls established and maintained for sensitive items.

d. Records of controlled equipment transactions of the Center and its contractors with respect to NEMS Central Data Base (CDB) updates.

e. Property management areas and property custodian assignments and training.

f. Inventory documentation, followup actions, and results. 1.2.5.7. Approving or assigning a designee to approve all NEMS global changes.

1.2.5.8. Designating, in writing, the Center inventory team and inventory process.

1.2.5.9. Ensuring that prescribed physical inventories of controlled equipment are taken and coordinated in accordance with Center policy; ensuring the physical inventory of a property management area when a new property custodian is assigned, and directing special inventories, as appropriate.

1.2.5.10. Ensuring that the Property Survey Officer and Property Survey Board (or equivalent) have been appointed and are fully informed of their duties.

1.2.5.11. Establishing and maintaining interfaces with institutional and industrial organizations using and administering NASA personal property.

1.2.5.12. Establishing a transaction cutoff date with the Financial Management Officer and reviewing and approving with the Financial Management Officer the semiannual reconciliation of the NEMS equipment records and the finance equipment type accounts (1551 through 1563).

1.2.5.13. Establishing and publishing a Center Sensitive Equipment Items List.

1.2.5.14. Appointing full-time property custodians, in-house or by contract, to be responsible for the management of property (generally 5,000-8,000 equipment items) by geographic location.

1.2.5.15. Overseeing the management of program property. Division Directors and equipment users will continue to be responsible for the use, care, and protection of assigned equipment.

1.2.5.16. The SEMO is responsible for ensuring the implementation and proper administration of the Center's policy concerning the removal of property.

1.2.6. Division Director (Note: when used in this NPG, Division Director includes chief or equivalent organization head or designee.)

1.2.6.1. The Division Director is the principal official in the NASA Equipment Management Program who is responsible for the equipment assigned to the organization, including all aspects of equipment condition and equipment use and the accomplishment of walk-through inspections. The Division Director is responsible for ensuring that equipment loans are valid and essential to accomplish assigned projects; for all equipment that is being utilized by the employees of their division, and for ensuring that loss, damage or destruction of such equipment is promptly investigated and reviewed to prevent recurrences. The Division Director reviews and submits survey reports, specifies corrective actions and, in consultation with other appropriate Center officials, acts on Center Property Survey Board recommendations. (Also see 3.3.10).

1.2.6.2. The Division Director is responsible for appointing, or when applicable reappointing, appropriate property custodians, ensuring that appointees will have proper oversight and knowledge of the equipment utilized within their areas.

Division Directors, property custodians, and those users who remove equipment must be in full compliance with the policy and procedures established by the SEMO in property removal from the Center.

#### 1.2.7. Property Custodians

1.2.7.1. Property custodians are designated for each property management area or program area by the head of the organization concerned, usually the Division Director or chief, with the concurrence of the SEMO. Full-time property custodians may be appointed by the SEMO. Property custodians may follow set processes which may be streamlined or altered at the discretion of the SEMO. 1.2.7.2. Property custodian responsibilities and procedures are defined in NPG 4200.2B, NASA Equipment Management Procedures and Guidelines for Property Custodians.

#### 1.2.8. NASA Employees

1.2.8.1. An employee has an affirmative duty to protect and conserve Government property, including equipment, supplies, and other property entrusted to the employee. It is the user's responsibility to follow all rules and regulations associated with the property being utilized. Additional employee responsibilities include the following:

- a. Notifying the cognizant property custodian, supervisor, and the Center Security Officer immediately if theft of Government property is suspected and the equipment cannot be located.
- b. Ensuring that Government equipment is used only in pursuit of approved NASA programs and projects.
- c. Identifying equipment not being actively used in pursuit of approved NASA programs and projects.
- d. Ensuring that equipment is turned in to the Property Disposal Officer through the cognizant property custodian when no longer needed. Under no circumstances will an employee dispose of Government equipment.
- e. Retaining stewardship of all items assigned to him or her as the primary user.
- f. Notifying cognizant property custodians of all activity/movement associated with the user's assigned equipment.

1.2.9. Center NEMS Equipment Manager (or designee). The Center NEMS Equipment Manager is responsible for ensuring Center compliance with the Federal Property Management Regulations to maximize equipment reutilization and to minimize procurement of new equipment. The Center NEMS Equipment Manager is appointed by the Center's SEMO and serves as the key interface among the equipment-using organizations and the property custodians and equipment users. The Center NEMS Equipment Manager is primarily responsible for the following:

1.2.9.1. Establishing appropriate controls, maintaining adequate records, and cataloging functions for all equipment at the Center.

1.2.9.2. Ensuring that NEMS regularly requested reports are periodically reviewed, revised as needed, and produced as scheduled.

1.2.9.3. Controlling approved global changes to the NEMS data base.

1.2.9.4. Controlling record data changes. A record data change will change one or more data elements in a single record. The Center NEMS Equipment Manager is responsible for ensuring proper use of standard codes in establishing and maintaining the NEMS data base and for processing and maintaining NEMS data.

1.2.9.5. Determining items which will be designated for control as sensitive equipment.

1.2.9.6. Ensuring the designation of property management areas and that property custodians are appointed and trained.

1.2.9.7. Providing property custodians with transaction documents and a summary report for controlled equipment items in their assigned property management area.

1.2.9.8. Reviewing the records and performance of property custodians.

1.2.9.9. Developing the cyclic and sensitive item inventory schedules as needed.

1.2.9.10. Reconciling and adjusting equipment records as a result of inventory actions such as--

1.2.9.10.1. Ensuring the SEMO review equipment record adjustments resulting from physical inventories, including the need for greater attention to prescribed controls or better procedural guidance.

1.2.9.10.2. Documenting inventory results for submittal by the SEMO to Division Directors and property custodians, and ensuring that written inventory summary reports are provided to other appropriate Center personnel and are properly maintained.

1.2.9.10.3. Coordinating the records of controlled equipment transactions of the Center and its contractors for update of the NEMS CDB.

1.2.9.10.4. Conducting a semiannual reconciliation of NEMS equipment records with the equipment-type accounts maintained by the Financial Management Office. Differences will be mutually resolved and ending balance of Center held capital equipment will be established for reporting purposes; the reconciliation will be jointly approved by the SEMO and the Financial Management Officer.

1.2.9.10.5. Processing item and value adjustments for NEMS transactions so that the net results are reflected in NEMS Report 410, which is submitted to the SEMO on or by March 31 and September 30.

1.2.10. NASA Contractors and Contracting Officers

1.2.10.1. NASA contractors are responsible for equipment and other property as set forth in the Federal Acquisition Regulation, the NASA FAR Supplement, and the applicable contract.

1.2.10.2. Contracting officers are responsible for ensuring that Government-furnished equipment or contractor-acquired equipment are managed pursuant to the provisions of the contract. In authorizing contractors' purchase or use of Government equipment, contracting officers will ensure that the following:

a. Requirements are verified by the appropriate project office.

b. Contracting officer written consent is obtained pursuant to FAR 52.244-2.

c. Written determinations are executed by the appropriate Center official pursuant to FAR 45.302-1(a)(4) and NASA FAR Supplement 18-45.302-1.

d. Existing Government assets are screened pursuant to NASA FAR Supplement 18-52.245-70.

e. NASA requirements for property management by contractors are included in the delegations instructions when property administration is delegated to other agencies.

f. On site contractors will comply with the provisions herein as it pertains to contractor employee loans.

1.2.11. Industrial Property Officer. The Industrial Property Officer is the individual designated by the Center Director to manage and coordinate Center property matters among the various contracting officers, technical officials, contractor officials, and delegated property administrators, and plant clearance officers. The responsibilities of the Industrial Property Officer, under the Contract Property Management Program, are outlined in NASA FAR Supplement 18-45.7205. Generally, the Industrial Property Officer is responsible for the Contract Property Management function; the Center is responsible for the entire function regardless of the way it is organized and distributed. This function includes the performance of required property administration and plant clearance when required but not delegated to the Department of Defense. 1.2.12. Center Equipment Management Personnel, as designated by the NEMS Equipment Manager and approved by the SEMO, are further responsible for the following:

a. Identifying, categorizing, classifying, and coding all existing and newly acquired Center-held equipment and contractor-held equipment. Before an equipment record is created, a NEMS controller will review and record the valid manufacturer, manufacturer's model number, and standard item name by major noun with appropriate modifiers.

b. Reviewing the NASA Form 1602's, NEMS Transaction Documents, submitted by property custodians for equipment change and delete transactions, ensuring appropriate supporting documentation is attached.

c. Assisting property custodians and equipment users in the proper procedures and documentation of the following equipment actions: loans, transfers, turn ins, excess, repairs, storage, calibration, replacement, modification or cannibalization, fabrication, found on station, and survey reports for lost, damaged, or destroyed equipment.

d. NEMS Control (located within the Center's equipment management organization) is responsible for entering the final transaction data on the receiving report and proofing the document for completeness. This final transaction information is then



keyed into the data base and processed into NEMS. All necessary data are subsequently microfiche or microfilmed and the accountable property custodian is notified. All necessary data recorded at this point, and a NASA Form 1602, are generated and forwarded to the accountable property custodian.

1.2.13. NEMS Configuration Control Board. This group is a permanent technical control group responsible for maintaining configuration control for the system. Members come from each Center and NASA Headquarters. The Board Chairperson convenes the group as necessary. The Board's Charter and Configuration Control Document, NASA Form 1620, can be obtained from the Logistics Management Team, NASA Headquarters.

1.2.14.1. Financial Management Officer. The Financial Management Officer will conduct a semiannual reconciliation of equipment type accounts with the property records maintained by the SEMO. Differences will be mutually resolved; ending balances of Center-held capital equipment will be established for reporting purposes.

1.2.14.2. Corrective adjustments will be processed so that the net results thereof are reflected in all financial reports submitted as of September 30., (i.e., the Analyses of Fixed Assets Report (NASA Form 1490); the account balances submitted via the General Ledger Accounts System (GLAS), and the year-end Supplemental Analyses Schedule, required by Financial Management Manual 9352.

1.2.14.3. The detailed property records required by this Manual will not be duplicated by the Center Financial Management Officer. Entries in the Center financial accounts will be independently developed by accounting personnel to the maximum extent practicable as set forth in Financial Management Manual 9255-5.

1.2.15. Security Officer or Office. The Center Security Officer will keep the SEMO fully informed concerning reported or suspected losses of Government property.

1.2.16. Property Survey Officer. Center Directors will appoint, for a specified term, a Center Property Survey Officer with authority to approve all survey reports and investigate survey reports not handled by the Property Survey Board. The Property Survey Officer may refer surveys to the Property Survey Board or SEMO for their action. Supply and Equipment Management Officers, their supervisors, or subordinates will not be designated as Property Survey Officers.

1.2.17. Property Survey Board or Equivalent. Center Directors will establish a Property Survey Board, for a specified term, composed of two or more members (with alternates, as appropriate) and a chairperson who will investigate and make recommendations to the appropriate management level concerning the loss, damage, or destruction of property equal to or greater than \$1,000 or more in acquisition value. Loss, damage, or destruction cases involving items valued under \$1,000 do not require property Survey Board review. These cases require only the Property Survey Officer's actions. The Center SEMO may develop alternative methods of achieving the Survey Board's mission, if it is found that the Board is ineffective.

1.2.18. Property Disposal Officer (PDO). The Center Property Disposal Officer is responsible for the utilization and marketing of NASA personal property no longer needed by the acquiring organization. The PDO ensures that available NASA accountable property, including equipment, is transferred for further use to other NASA organizations (including NASA contractors), other Federal agencies, and eligible donors (including State and local governments, schools, and colleges), in compliance with all applicable Federal laws and regulations. The PDO ensures that remaining equipment is sold to the general public in compliance with all applicable Federal laws and regulations.

## 1.3 Support for Special Programs

1.3.1. Purpose. This part sets forth equipment policies and practices necessary to support special programs sponsored by the Federal Government.

1.3.2. Guidance Information (Reserved).

1.3.3. Small Business Innovation Research Program

1.3.3.1. To comply with Public Law 102-564, "Small Business Research and Development Enhancement Act of 1992" (an amendment to Public Law 97-219, effective July 22, 1982), special provisions regarding equipment loans will be implemented by the Agency. Profit-seeking organizations participating in the Small Business Innovation Research program will receive consideration relating to Government property as represented in the following paragraphs:

- a. If the reclamation of property provided to profit makers leads to cost inefficiencies on the part of the Agency.
- b. When it is not cost-effective to permit retention and title transfer to the small business as outlined in NPG 4300.x, NASA Personal Property Disposal Procedures, the 1992 Act provides for a bailment (loan) of property to the small business for a period of not less than 2 years from the initiation of Phase III of the Small Business Innovation Research activity.

1.3.3.2. Loan agreements for Phase III activity will be requested by the contracting officer and accomplished by the SEMO to include the following special provisions:

- a. The Phase III loan agreements will be separate agreements from the Phase I and Phase II contracts.
- b. Loans to SBIR and other profit-making organizations will be administered by placing equipment on loan under Center inventory control and will be certified annually beginning with the third year.
- c. The loan agreements will require no annual recertification or renewal during the first 2-year loan period but will be recertified annually, beginning with the third year.

- d. The loan agreements will be accomplished on a priority basis.
- e. The loan must be coordinated with the appropriate contracting officer.
- f. Supply and Equipment Management Officers are authorized to sign Small Business Innovation Research loans.
- g. These provisions are in lieu of existing loan provisions. Accountability and control aspects of the loans will be administered in accordance with the provisions of this guidance.

#### 1.3.4. High Performance Computing and Communications Program

1.3.4.1. To comply with the High Performance Computing and Communications Act of 1992, special provisions regarding equipment loans will be implemented by the Agency.

- a. Schools participating in the High Performance Computing and Communications program will receive special consideration relating to Government property.
- b. The acquisition of equipment for the purpose of loans to k-12 schools is permitted in accordance with the High Performance Computing and Communications Act.

1.3.4.2. Loan agreements for High Performance Computing and Communications activity will be requested by the schools and accomplished by the SEMO to include the following special provisions:

- a. The loan must be coordinated with the appropriate Center High Performance Computing and Communications organization and Office of Chief Counsel.
  - b. Supply and Equipment Management Officers are authorized to sign High Performance Computing and Communications loans.
  - c. These provisions are in lieu of existing loan provisions. Accountability and control aspects of the loans will be administered in accordance with the provisions of this handbook (See part 3.4).
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